

Executive Committee



Mark Kezios, Chair

Thursday, January 3, 2008
4:00 pm to 6:00 pm
Public Health
4041 North Central Avenue, Phoenix
15th Floor, Joshua Room

4041 North Central Avenue
Suite 1537 • Phoenix, AZ 85012-3329
(602) 506-6321 phone
(602) 506-6896 fax
PlanningCouncil@mail.maricopa.gov

Meeting Minutes

Attended: Keith Thompson, Larry Stähli, Mark Kezios, MiAsia Pasha, Randall Furrow, Ron Hill, Stephen O'Dell

Alternates:

Excused: Mary Rose Wilcox

Absent:

Guests: Kevin McNeal, Dyle Sanderson

Support Staff: John Sapero

Welcome, introductions and declarations of any conflicts-of-interest

Mark Kezios called the meeting to order and welcomed the attendees. Everyone introduced him/herself and declared any conflicts-of-interest.

Determination of quorum

Mark Kezios determined that quorum was established with five of eight members present at 4:04 pm.

Review of the minutes and action items from the prior committee meeting

Attendees silently read summaries of recorded minutes from the October 4, 2007 meeting. No corrections were voiced.

Administrative Agent update

Kevin McNeal provided a utilization report and detailed the various service categories with spending variances.

Kevin also discussed:

- Centralized eligibility has been implemented, and has over 1700 people entered into the system
- A mobile registered dietician has been traveling to food box/meal provider sites to provide assessments and education. This has been well received by clients, and clients have been referring individuals to meet with the dietician. 34 clients have been seen in the first month.

MEETING MINUTES *continued*

Ron Hill discussed that the dietician was conducting a pre-assessment survey, and he felt that the questions that were being asked were not relevant. Kevin McNeal related that he will review this issue.

Stephen O'Dell asked if there were any concerns with the variances reported on the utilization report. Kevin McNeal replied that there are traditional drops in service provision from September to November, and there should be an increase in services over the remaining months of the grant.

Stephen asked if any reallocations will need to be done. Kevin replied that with the rapid reallocation process approved by the Planning Council, there shouldn't be a need to conduct any large reallocations before the end of the year.

Council Chair update

Mark Kezios discussed that the Council was starting a new year, and should get focused and ramped up to continue working.

Mark also discussed that he had been ill and hospitalized over the past month and a half, and thanked the committee for their work while he was away.

Committee/Workgroup reports

Allocations Committee: Mark Kezios discussed that the committee reviewed a service utilization summary, and that the committee determined that spending was on target, especially regarding the allocations of funding that is required to be applied as 75% core services /25% supportive services.

Kevin McNeal discussed that all formula award of the grant must be spent, but if all of the supplemental grant award wasn't spent here isn't an automatic penalty.

The Allocations Committee decided to take a proactive stance and has begun to develop cautionary planning to address any fluctuations in the grant award. Mark Kezios related that new data has shown that there are about 1,000 more individuals who are HIV+ in the EMA that had been reported before, and these new numbers may affect how many people could be served by Ryan White.

Stephen O'Dell expressed concern that this increase could drastically affect how Ryan White services can be provided. There was general discussion that the increased reporting did not reflect new individuals, but rather more accurately counted existing people living with HIV. Stephen responded that regardless, there may be a large influx of new clients. Mark Kezios and Kevin McNeal both expressed concern about the rising infection rate, but the Council needed to be careful not to overreact right now.

Community Planning & Assessment Committee: The committee has not met recently, but is anticipating that the MSM needs assessment will be completed by the end of January and presented to the Council in February.

Education & Empowerment Committee: MiAsia Pasha discussed that the committee decided not to continue to develop a stand-alone health fair, and instead will focus on attending already planned health events over the year that are presented by other entities. Planning Council support will obtain materials (table covering, backdrop, etc.) for any health fair presence. Two sets will be purchased, so that one will be able to be checked out by HIV organizations.

MEETING MINUTES *continued*

MiAsia also related that the Positive Self Management Program facilitator training had ten participants, and the E&E Committee will be working to begin to present this programming to HIV consumers in February.

Finally, MiAsia has been accepted to attend the Black AIDS Institute Community Mobilization College.

Health Care Strategies Work Group: John Sapero related that the committee met in November, but did not have any action items to report.

Membership Committee: Randall Furrow discussed that the committee did not meet in December. There are two new applications to review at the next meeting.

Rules Committee: Keith Thompson discussed that the committee has not met recently, but will meet in January as scheduled.

Standards Committee: John Sapero related that the Standards Committee will present Standards of Care for the Oral Health service category at the full Planning Council meeting.

Planning Council Retreat planning

Mark Kezios discussed that the annual Planning Council Retreat traditionally occurs on March. He had met with Support staff and developed a plan to provide two different tracks at the Retreat:

- An Executive Committee retreat, designed to train the committee members to transition the meeting from a review of the previous month's activities to more of a proactive planning meeting;
- A full Council retreat focused on teambuilding.

There was a consensus to present the Executive Committee retreat as discussed. The committee debated the need to present an educational retreat for the full Planning Council, versus a teambuilding session focused on increasing collaboration and participation.

MOTION: MiAsia Pasha motioned to present a teambuilding retreat for the full Planning Council.

DISCUSSION: None.

OUTCOME: The motion passed.

Executive Committee Policies and Procedures review

Mark Kezios discussed that the committee had scheduled a review of this document specifically to address the committee assignment process that was not proving popular or successful in maintaining committee membership. He asked the committee to review the discussion of this issue that occurred as summarized in the October 4, 2007 Executive Committee minutes.

MOTION: Larry Stähli motioned to delete Article XVI from the Executive Committee Policies and Procedures. Randall Furrow seconded.

MEETING MINUTES *continued*

DISCUSSION: Mark Kezios discussed that the change would have to be approved by the Rules Committee before being forwarded to the full Planning Council for approval.

Stephen O'Dell discussed that he was concerned that the Council membership was low, and this was why the committee assignment policy had been implemented. Randall Furrow responded that it was not an issue of Council membership, but rather, of participation on committees.

Keith Thompson discussed that the first three paragraphs of Article XVI, and the first sentence of the fourth paragraph, detailed Executive Committee responsibilities referenced in the bylaws that he felt should be maintained in the document. He also felt that some of the minimum/maximum requirements of committees discussed elsewhere needed to remain in the document.

Stephen O'Dell suggested that the document be reviewed by the Rules Committee before being addressed by the Executive committee. There was consensus in agreement. Mark Kezios asked Planning Council Support to forward the document to the committee members for review, and then bring any suggestion revisions to the Rules Committee's attention.

MOTION WITHDRAWN: Larry Stähli withdrew his motion. Randall furrow concurred.

Determination of the Planning Council meeting agenda and review of action items

In addition to the recurring agenda items, the committee determined the following:

Agenda Items

Membership Approvals

Oral Health Standards of Care Approval

Retreat Planning approval

Presentation by Administrative Agent of Centralized Eligibility

Action Items to be completed by the next meeting:

Task	Assigned To
Forward Executive Committee Policies and Procedures document to Executive Committee members	John Sapero
Review Executive Committee Policies and Procedures document, and provide feedback within ten days	All Executive Committee members

Current events summaries

No current events were voiced.

Call to the public

Kevin McNeal discussed that a Ryan White service provider had notified his office that they will no longer desire to offer Ryan White funded services after February 29, 2008. The Administrative Agent's office is working with the provider, and other providers, to transition clients seamlessly.

Adjourn

The meeting adjourned at approximately 5:00 pm.